

Request for Funds/Reimbursements Instructions

Attention Grant Recipients:

WVDEP's Request for Funds Form was updated 09/08/15 and supersedes any forms you have currently in your files and should be used for all reimbursement requests. To ensure consistency with all requests, please ensure that you follow the instructions below:

- In the Request Number box, each reimbursement request will be numbered **consecutively** for each grant (i.e., 1, 2, 3, 4....). Please do not use any other form of coding in this box. It helps DEP identify whether a reimbursement request is missing or numbered incorrectly, and is very helpful. Any other coding your agency requires for this request should be noted in the Comments section.
- Complete the entire top portion of the document, including the NPS #, then sign and date.
- If your agency has changed addresses since the last reimbursement request, please ensure that you note in Comments that there is a change in address. We will then send you a W-9 form to complete so that we can update our Oasis fiscal system.
- All original signed requests must be sent via U.S. mail. E-mailed documents are not **currently** accepted by the Auditor's office. We hope that this will change in the future, but at this time, we cannot accept e-mail or faxed reimbursements.
- Keep a copy of the signed reimbursement request for your files, along with its appropriate backup documentation.
- The funding period is the period in which you are seeking reimbursement. This is different than the performance period on the grant.
- The Grant # is the NPS #. The Project Description can be found in the grant document as well.
- All required invoices, receipts, reports and/or match documentation must be attached to the request when it is sent. Missing information will delay the processing of the request.
- **Do not staple** any pages of the document or attachments. Use paperclips only.
- All reimbursement requests must be sent to the address below:

With these modifications, your reimbursement requests can be logged in and processed more thoroughly and in an expeditious manner.

WVDEP DWWMM
Watershed Improvement Branch
601 57th Street SE
Charleston, WV 25304

Attn: **Stephanie Ferrell**

For more information visit: <http://www.dep.wv.gov/WWE/Programs/nonptsources/Pages/Reimbursement.aspx>.
For questions about the forms or instructions contact Stephanie Ferrell at: stephanie.r.ferrell@wv.gov or call (304) 926-0499 x 1711.